



Recreation Aid (Seasonal)

Announcement # JB-11-023

Salary: \$9.00-12.00 per hour Series/Grade: NF-0189-01

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

LOCATION: Bolling Pool, JB Anacostia-Bolling

OPENED: 1 February 2011
CLOSES: 1 September 2011

AREA OF CONSIDERATION: ALL SOURCES

4 FLEXIBLE POSITIONS (0-40 Hours) NO BENEFITS OFFERED

Submit required forms OF-612 AND OF-306 (forms available for download on

<http://cnic.navy.mil/NDW/About/Jobs/> To: Fleet and Family Readiness Program, ATTN: Human Resource Office, 12 Brookley Ave. Ste. 108, Washington, DC 20032. A résumé may be included with the required forms, but not instead of the OF-612 and OF-306. Please Direct Inquiries to: (202) 404-7077

DUTIES AND RESPONSIBILITIES:

The incumbent provides oversight of activities and necessary services to authorized patrons, including general information on the use of equipment. Provides information concerning facilities and operation. Ensures adherence to regulations and safety procedures. Monitors and checks the security of the premises. May assist in maintaining routine reports and/or perform clerical, custodial and/or general maintenance duties, as needed. May operate a cash register, receive payments and make change. Provides information concerning facilities and operations. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Six months experience is desired. Must be able to learn MWR policies, rules and regulations involving the work area, and have the ability to communicate orally and in writing. Must have knowledge of basic mathematics. Must be able to gain access to base computer system, if applicable. Position subject to satisfactory completion of background investigation.

Visit our web site:

<http://cnic.navy.mil/NDW/About/Jobs/>

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

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